

GENERAL INFORMATION FOR BUSINESS LICENSE APPLICANTS

This business license application form is for making application to the City of High Point, Revenue Collection Division, for a city license to conduct business within the City. Application and payment may be mailed to the attention of Business License Office, PO Box 230, High Point, NC 27261 or submitted in person at the Revenue Collection Division office any weekday 8 AM to 5 PM, Suite 200, Municipal Office Building, 211 South Hamilton Street, High Point, NC. If you have questions concerning this application or need additional information, you may telephone us at 336-883-3205.

RENEWAL BUSINESS - Application must be completed, corrected if necessary, signed by an owner or officer of the business and returned with proper remittance on or before the due date. **April 30** for alcoholic beverage (beer/wine) and **June 30** for all other City Business Licenses. All changes in business ownership, location, and/or business activity must be reported to the City's Revenue Collection Division. Such changes may alter your classification and/or license fee obligation. License is subject to renewal each year. A renewal notice will be sent approximately 30 days prior to the expiration of your current license. However, the failure to receive a renewal notice does not relieve you of your obligation to renew your license or pay penalty for late renewal. If fee is based on gross sales/receipts, amounts reported must be for a twelve (12) month period. Record gross sales/receipts for your last completed fiscal year, (12) month period. If your business has been in operation for less than twelve (12) months preceding renewal, record estimated gross sales/receipts for twelve (12) months based on actual gross sales/receipts for the time your business has operated.

NEW BUSINESS - Application must be completed, corrected if necessary, signed by an owner or officer of the business and returned with proper remittance to the address listed above. A business license must be purchased before engaging in any business activity. When fee is based on gross sales/receipts, you must estimate your gross sales/receipts for the period of time remaining in the current license year. **EXAMPLE:** New business begins February 1, sales/receipts must be estimated for five months, from February 1 through June 30, the end of the current license year.

Incomplete applications will not be processed and license will not be issued until all fees are paid.

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Name the business will be known by and Parent Corporation name if applicable.: **EXAMPLE:** ABC Company or Consolidated Printing Inc.
2. Address from which the business will operate. Include Street Name, City, State and Zip code.
3. Mailing address if different from the business address.
4. Identify if business is owned individually, by partnership, or corporation by checking the appropriate space.
5. Standard Industrial Classification Code was developed by the Federal government for use in the classification of establishments by the type of activity in which they are engaged. Record your SIC code if known.
6. Name, home address and home telephone number of owner(s) -individual or partners. If corporation, list name, home address and home telephone number of President and Secretary.
7. Telephone number(s) of business and FAX number if applicable, manager's name, home address and home telephone number.
8. Name of person or corporation you are leasing/renting property from if different from business owner(s).
9. Fiscal year (business year) ending date, number of employees and date business started or will start at the location for which the license is sought.
10. Describe the nature of your business: **EXAMPLE:** Retail Sales, Wholesaler, Repair Shop, Furniture MFG, Service Oriented Business, etc.
11. Period of time that Gross Sales receipts cover, renewal applicants must report for 12 month period.
12. Total License Fee - Individual section amounts are determined and total recorded.
13. Penalty - Record penalty for late payment of fee(s) due. Penalty is 5% per month or fraction thereof with a minimum of \$5.00.
14. Total Amount Due - Record total of license fee and penalty. This amount should be paid and returned with completed application.

Payment is accepted in the form of cash, check, money order, MasterCard, Visa or Discover. We can also accept payment over the internet at www.high-point.net. If you are paying over the internet we must have a copy of your application; you may fax your application to (336) 883-8388.

RATE SCHEDULE TO DETERMINE BUSINESS LICENSE FEE BASED ON GROSS SALES RECEIPTS (See example below)

Annual gross sales/receipts not exceeding \$15,000 = \$50.00
Each additional \$1,000 or fraction thereof = .50

Minimum and maximum fees apply for each separate business location regardless of the amount of gross sales/receipts

EXAMPLE: How to figure license fee when based on gross sales/receipts
ANNUAL GROSS SALES/RECEIPTS = \$100,000.00
First 15,000 gross sales/receipts = \$50.00
\$85,000 balance x \$0.50 = \$42.50
Total amount due on \$100,000 = \$92.50

	MINIMUM	MAXIMUM
Manufacturing, Merchant Wholesale, Services Establishment	\$50.00	\$400.00
Merchant Retail	\$50.00	\$5,000.00

It is UNLAWFUL to operate a business without a valid City of High Point Business License, if required by City Code.

This printed material will be provided in an alternative format upon request. TDD # 336-883-8517



CITY OF HIGH POINT
NORTH CAROLINA
REVENUE COLLECTION DIVISION
(336) 883-3205

License Year:

Reference No:

License No:

Application must be completed signed and returned with remittance.
The following information must be furnished before license will be issued.
Instructions on reverse side. (Please Type or Print)

- (1) Business Name _____ Parent Corporation (If applicable) _____
- (2) Business Address _____ City _____ State _____ Zip _____
- (3) Mailing Address _____ City _____ State _____ Zip _____
- (4) CHECK ONE: ☐ Individual ☐ Partnership ☐ Corporation (5) Standard Industrial Classification Code (SIC) _____
- (6) Name _____ Home Address _____ City _____ State _____ Zip _____
- Name _____ Home Address _____ City _____ State _____ Zip _____
- (7) Business Phone _____ Managers Name _____ Managers Home Phone _____
- (8) Does firm own building? ☐ Yes ☐ No Property Owner _____
- (9) Fiscal Year Ending _____ Number of Employees _____ Business Start Date _____
- (10) Nature of Business (explain) _____

Section	Section Description	Units	Unit Fee/Receipts	Section Fee

- | | | |
|---|-------------------------------------|--|
| (11) Gross Sales/Receipts Cover the Period _____ to _____.
Renewal applicants must report for 12 month period. | (12) Total License Fee | |
| | (13) Penalty (If Applicable) | |
| | (14) Total Amount Due | |

“ By signing this application, it is understood by the applicant that the issuance of a business license hereunder does not constitute acceptance or approval of the use of the above named location as having complied with existing building codes, fire prevention code or zoning code. A licensee shall remain fully liable and responsible for bringing the premises in conformity with all applicable City and State Codes. ” The Gross Sales/Receipts for period reported includes both cash and credit sales and are true to the best of my knowledge and belief.

Signature of Owner/Officer

Title

Date